

Using Mail on your iPad

Before we start...just remember by default, your e-mails have a signature that says, "Sent from my iPad."

If you want to change it to something a little more useful and personal, just go to Settings. In the Mail settings, choose Contacts and Calendars, and then Signature. You can then enter any signature text you want.

There are a number of clever features that can be used to make the most of the Mail app. For example, it's possible to navigate your mail using your fingertips, send and save attachments, email photos, move and mark messages and more.

Task 1

- Hold your iPad in a portrait orientation
- Swipe your finger across the screen towards the right to see the mailboxes appear
- Tap on inboxes to see what mail has arrived
- Swipe right across messages in the inbox, you will see you can either delete, flag or if you touch "more" for other options

Task 2

Use the magnifying glass to correct spelling mistakes

- Try this open Mail and create an email.
- Misspell a word then hold your finger on a word until the magnifier appears.
- Look closely into the letters being and magnified and move the blue vertical line which appears to where you want to correct your spelling

Task 3

- Open a new
- Write a short message about this class.
- Tap on the first word of your message tap >select> tap B/I/U and underline the word
- Tap a word in the middle of the message and use the same process to make it bold
- Tap the last word in your message and use the same process to turn the word into italics
- Hold your finger in the body of the email and then insert a photo from your photo library
- Send it to lizsweaney@bigpond.com and yourself

Task 4

- Open your email from lizsweaney@bigpond.com called *Albert* and save the image of Albert Einstein by
- Holding your finger on the image
- Tap on to Save image or
- Go to the arrow in the menu bar in the top right hand corner and save image

Task 5

- Open the email from lizsweaney@bigpond.com called *Accessibility*
- Using a similar process as used in task 4 save the PDF to your iBooks